



Ark Burlington Danes Primary Academy

Parent Forum – Minutes 15/11/16

In attendance:-

- Odile Taylor-Ali (OT)– Potter parent
- Sheraine Williams (SW) – Pullman parent
- Aimee Anglin (AA) – Dahl parent
- Charmaine Lewis (CL) – Donaldson parent
- Lisa Crispin (LC) – Principal

Minutes:-

Introductions

All attendees introduced themselves, their children and the classes they represented. It was decided that a letter would be sent out to individual classes to introduce representatives along with details of how to contact them.

Actions:

- All parent representatives to email 2 lines about themselves to be added to letter.
- All parent representatives to email an up to date photo to LC to put on doors of classrooms

Purpose of the parent forum

LC outlined the purpose of the parent forum stating that it was not a forum for individual complaints or a decision making body but the voice of the parents.

Building updates

LC provided updates regarding the building works which are still ongoing. The contractor did not meet the deadline to complete outstanding works and therefore the contract for completion has gone out to retender. The outstanding works include further works to the playground area, vehicle gates and outside aesthetics. There is also a snagging list to be completed.

Academy Improvement Plan (AIP)

LC had provided parents with the summary of strategic priorities from the AIP and asked the group to concentrate on the priority to,

‘Promote parental involvement through Parent Forum and with the harder to reach parents through parent ambassadors, coffee mornings and translation of correspondence’

Actions:

- Coffee mornings to take place monthly and alternately on Monday afternoons or Wednesday mornings to share information about what to expect in each year group and to get to know one another
- LC to compile a list of languages that parents speak for translation purposes
- Parent workshops to commence in January and will take place fortnightly on Wednesday & Friday mornings.



- A suggestion box to be placed strategically in each classroom for positive suggestions

Fundraising

The Winter Fair is taking place on 2nd December from 2.30-4.30pm to raise funds for playground and curriculum resources.

Actions:

- Parent Forum representatives to drum up support for help during the day & to remind parents to bring in tombola prizes and toys/ DVD's/ books for stalls